

**INSTRUCTION FORM FOR ON-SITE REVIEW  
OF UNITED STATES COURTS CASE FILES  
AT THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION,  
OFFICE OF REGIONAL RECORDS SERVICES  
MID-ATLANTIC REGION, PHILADELPHIA**

The National Archives and Records Administration, Mid-Atlantic Regional Office (NARA), formally known as the Federal Records Center, Philadelphia (FRC), stores approximately 1,500,00 boxes of inactive and semi-active records for all of the Federal agencies in Pennsylvania and Delaware. In addition, the facility also stores the closed case files of the U.S. District courts and U.S. Bankruptcy Courts located in the states of Maryland, Virginia, West Virginia, as well as, Pennsylvania and Delaware. These files are available for public research. The National Archives and Records Administration has a courtesy agreement with the courts to provide counter reference service to the public in lieu of mailing the case files to the court. This is to avoid any delay in providing public access to the files. Mail service **to the court** is still available - including express mail service at the requester's expense -in instances where researchers are unable to visit the facility in person.

To review and/or copy a case file(s) at our facility in Philadelphia, Pennsylvania you **MUST** do the following:

**STEP 1: PLEASE USE ONE FORM PER CASE.**

Obtain the following information from the Court where your case(s) were filed and closed. Without **ALL** of the information listed below, our staff will not be able to locate your records.

COURT LOCATION: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
FRC ACCESSION NUMBER: \_\_\_\_\_  
CASE NUMBER: \_\_\_\_\_  
CASE NAME: \_\_\_\_\_  
FRC LOCATION NUMBER: \_\_\_\_\_  
AGENCY BOX NUMBER: \_\_\_\_\_ OF \_\_\_\_\_  
NAME OF REQUESTER: \_\_\_\_\_  
DAYTIME TELEPHONE: \_\_\_\_\_

**Requester:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAX:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

VISA, MasterCard, Discover, NOVUS, or American

Express: \_\_\_\_\_

Expiration: \_\_\_\_\_

Fax your request to:

Federal Records Center

Attn: Trust Fund Reference

**(215) 305-2039**

Save your fax transmission record for reference.

\*\*\*\*\***FOR USE BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**\*\*\*\*\*

**NARA SEARCHER'S INITIALS** \_\_\_\_\_ **DATE SEARCHED** \_\_\_\_\_

**SEARCHER'S REMARKS** \_\_\_\_\_

## **STEP 2:**

Telephone the FRC staff at (215) 305-2020, and inform them that you wish to review and/or copy a U.S. District Court or Bankruptcy Court record. You may also send the request to the FRC by facsimile (Fax Number 215-305-2039).

## **STEP 3:**

Before visiting the FRC, you **MUST** obtain confirmation that the requested file has been located and is available for your review and/or photocopying and you **MUST make an appointment** to review the file. Appointments are scheduled between the hours of 8:00 a.m. and 3:00 p.m. **MONDAY THROUGH FRIDAY** only. You can confirm that the file is available and make an appointment to review it by telephoning the FRC staff at (215) 305-2020. Please allow two (2) days after initially telephoning in your request before calling to confirm. If the case file cannot be located with the information provided in STEP 1, you will have to re-contact the U. S. Bankruptcy Court or U.S. District Court for additional information (STEP 1) and re-submit your request (STEP 2). Please arrive promptly at your scheduled appointment time. If you miss your appointment, you must make further arrangements to review the records by telephoning our staff. Without making arrangements, your records will be returned to our stack areas five (5) working days after being pulled from their box(es). You will then have to begin again at STEP 2 to obtain access to the file.

## **DIRECTIONS TO LOCATE THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, MID-ATLANTIC REGIONAL OFFICE, PHILADELPHIA**

**ADDRESS: 14700 TOWNSEND ROAD, PHILADELPHIA, PENNSYLVANIA 19154**

The National Archives and Records Administration, Mid-Atlantic Region has three locations. The Regional Office is located in northeast Philadelphia; approximately twenty-two miles from Center City and twenty-five miles from Philadelphia International Airport.

### **FROM EAST/WEST PENNSYLVANIA TURNPIKE**

Exit the Pennsylvania Turnpike at Exit 28, U.S. Route 1. Take the southbound U.S. Route 1 ramp (to your right just beyond the Turnpike Tollbooth). Make a left turn at the third traffic light (Southampton Road) approximately 1 ½ miles south of the Turnpike. Make a left turn at the second traffic light on Southampton (Townsend Road). The Regional Office is at the end of the road (approximately 1 ¼ miles; ¾ mile past the four way intersection). The large building is beige color with green color trim and is surrounded by fence. It is **NOT** the building of the same color adjacent to the four way intersection.

### **FROM U.S. INTERSTATE 95**

Exit U.S. Interstate 95 at the Route 63 West exit (Woodhaven Road). Take the Roosevelt Boulevard, U.S. Route 1 north exit approximately four miles from Interstate 95. Stay on access road. Make a right turn at the second traffic light (Southampton Road). Make a left turn at the second traffic light on Southampton (Townsend Road). The Regional Office is at the end of the road (approximately 1 ¼ miles; ¾ mile past the four way intersection). The large building is beige color with green color trim and is surrounded by fence. It is **NOT** the building of the same color adjacent to the four way intersection.

## **OBTAINING PHOTOCOPIES OF CASE FILE CONTENTS**

To obtain photocopies of your records you must first identify the pages which you wish to have copied. NARA staff are available for assistance. Please be aware, however, that they are not trained as court clerks and therefore cannot assist you in identifying pages that you require copies of or give **any** technical information regarding file content or previous court actions. NARA staff have **no** knowledge regarding what should, or should not, be in a specific file and have no knowledge regarding subsequent actions regarding any cases.

You will need to know prior to payment and photocopying if you require your copies to be certified (i.e. certifying that they are true reproductions of records stored in the Mid-Atlantic Regional Office). Under **no circumstances** will NARA staff certify photocopies after they have exchanged hands back to the requester. **There will be no exceptions to this rule.**

CHARGES:     \$ .50 per page for photocopying  
                 \$10.00 for each certification

The NARA accepts cash, VISA, MasterCard, Discover, NOVUS, American Express, money orders, and pre-printed personal checks (no starter checks accepted) with two forms of identification (e.g. valid drivers license and one major credit card). Those desiring to utilize our facsimile service to transmit copies of case file materials can do so at a charge of \$.50 per page. Researchers keep the photocopy on completion of facsimile.

If you require more than fifty (50) pages photocopies, the NARA staff, may, at our option, request that you first make payment and then make arrangements for alter pick-up or mailing of the photocopies. [Although we will make every effort to accommodate the customer, the NARA staff cannot guarantee that orders in excess of fifty (50) pages will be reproduced on the same day as submitted regardless of whether the researcher is willing to wait.] Other requesters may be waiting, the Mid-Atlantic Regional Office may have mail-requests which require photocopying and/or the facility may be closing.

**Researchers on Government business may make arrangement for payment with the Coordinator, Regional Records Services or designee while on-site.**

The National Archives and Records Administration is dedicated to providing excellent customer service to the public and to other Federal, state, and local government agencies. We believe that if the information provided by the Courts is correct, and the above procedures and rules are followed, our facility staff can provide cost effective and efficient service for our clients. The Office of Regional Records Services staff working at the Mid-Atlantic Regional Office, Philadelphia are also dedicated to providing courteous and efficient service. If you are not entirely satisfied, please indicate your dissatisfaction to a member of our management staff.

Our management and staff welcome your comments. A box, reserved for expressing your comments and offering suggestions, is located in the research room for your use. Please take advantage of this opportunity. We want to hear from you.

Thank you for using your National Archives and Records Administration, Mid-Atlantic Regional Office.

*/s/ James W. Mouat*  
JAMES W. MOUAT  
Regional Administrator  
National Archives and Records Administration  
Office of Regional Records Services  
Mid-Atlantic Regional Office